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**Information & Policies Folder**

**Contents**

1. COVID guidelines and Risk Assessments
2. Safeguarding Policy (including Whistleblowing and Code of Conduct)
3. Welfare Officer Role Description
4. British Tennis Diversity and Inclusion Policy
5. Reporting of incidents and accidents process
6. Incident and accident report forms
7. Tennis coaching agreement
8. Process for ‘In Case of Emergency’ for juniors attending adult club nights
9. Committee Members and key Club contacts

(All reviewed & updated June 2021)